



Job Opportunity Bulletin

Office Technician (Typing)

Tenure/Timebase:	Limited Term/Full Time (12 months)
Work Hours:	8:00 am – 5:00 pm
Office/Location:	California Commission on Teacher Credentialing Certification, Assignments & Waivers Division 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	\$2510 - \$3050/month
Final Filing Date:	September 22, 2006
Contact:	Susan Browning (916) 327-5339

DUTIES:

Under the supervision of a Staff Services Manager I, in the Certification Operations Section, the incumbent is responsible for the following:

- Process the simplest types of credential applications; i.e., 30 day substitute, clear to clear renewals, five year preliminary and professional clear credentials that have the recommendation of an institution of higher education and input the data into the computer.
- Enter application information into an automated data records system.
- Answer phones, e-mail and correspondence by sending leaflets and responding to basic questions about California teacher certification.
- Other related duties as required.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Ability to work independently with minimal supervision
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to establish good working relationships and communicate effectively with staff at all levels and with the public
- Ability to lift at least 35 pounds

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the Office Technician (Typing) classification. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attn.: Susan Browning. All applications must clearly indicate the basis of their eligibility (*i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 07-059. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.